

# **RIVERS AND MOUNTAINS CONSERVANCY**

## **Grant Program Guide**



**California Clean Water, Clean Air, Safe Neighborhoods, and  
Coastal Protection Bond Act of 2002**

**The State Resources Agency  
State of California**

January 2003

## ***Inquiries and Contact Information***

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For further information please log on to our web site at <http://www.rmc.ca.gov/> and follow related links to the Prop 40 Grants.

***The deadline for Applications is Monday, March 3, 2003, 4:00pm.***

***Applications submitted by mail must be received on or before the deadline. Hand delivered applications will be accepted no later than 4:00pm.***

***Late applications will NOT be accepted.***

***Successful applicants will be notified by RMC on or before June 30, 2003.***

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STATE OF CALIFORNIA  
**Rivers and Mountains Conservancy**

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## **1. BACKGROUND**

### **RMC Authority**

The San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) is an independent State agency within the Resources Agency of the State of California. State law established the RMC in 1999 (Chapters 788 and 789, Statutes of 1999). Its jurisdiction includes the San Gabriel River and its tributaries, the Lower Los Angeles River and its tributaries, and the San Gabriel Mountains, Puente Hills, and San Jose Hills.

It was established to preserve open space and habitats in order to:

- Improve watersheds within its jurisdiction,
- Provide for low-impact recreation and educational uses, and
- Restore and protect wildlife and habitat.

### **Proposition 40**

The voters of California passed the **California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002** (Proposition 40) in March 2002. In the 2002-2003 State Budget, the Legislature appropriated \$18 Million to RMC to support this program in its territory. However it is expected that due to other program priorities only \$15 million will be available for this grant cycle. It is expected that over the next three years the RMC will have approximately \$6 million available for similar Prop 40 grant programs. Funds are to be awarded for the acquisition, development, rehabilitation, restoration, and protection of land and water resources consistent with the statute creating RMC.

### **RMC Focus**

The broader objectives of the RMC as conveyed in the vision statement from the *Common Ground Open Space Plan Phase I and Phase II* are to:

- Create, expand and improve public open space throughout the region
- Improve access to open space and low impact recreation for all communities
- Improve habitat quality, quantity, and connectivity
- Connect open space with a network of trails
- Promote stewardship of the landscape
- Encourage sustainable growth to balance environmental, social, and economic benefits
- Maintain and improve flood protection
- Establish riverfront greenways to cleanse water, hold floodwaters and extend open space
- Improve quality of surface water and ground water
- Improve flood safety through restoration of river and creek ecosystems
- Optimize water resources to reduce dependence on imported water
- Coordinate watershed planning across jurisdictions and boundaries
- Encourage multi-objective planning projects
- Use science as a basis for planning
- Involve the public through education and outreach programs
- Utilize the plan in an ongoing management process

The RMC Board has established criteria based on the above objectives. The four major factors that comprise these criteria include:

- **planning, feasibility, and economic factors;**
- **urban, recreational, and open space factors;**
- **educational and cultural factors; and**
- **natural resource factors.**

## **Specific Geographic Program Areas**

The application of these grant funds enabled through the ***California Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002*** is to be applied to the following three program areas that can be understood in geographic terms:

- 1. Urban Core Lands**
- 2. River/Tributary Parkways**
- 3. Mountains, Hills, and Foothills**

These program areas apply to a generalized grouping of projects and are intended to enable categories that can be used to compare and aggregate similar projects, so that wilderness projects are not compared directly with urban context projects, such as brownfield redevelopment projects. Projects may qualify for inclusion in more than one program area. For example, a **Mountains, Hills, and Foothills** project may also qualify as a **River/Tributary Parkways** project. The three program areas are defined as follows:

**Urban Core Lands:** All lands that are within the developed, urban core of the RMC territory and that do not fall directly within the other two categories of rivers, tributaries, mountains hills or foothills.

**River/Tributary Parkways:** Lands falling within one-quarter mile on either side of the centerline of a river or tributary within the RMC territory.

**Mountains, Hills, and Foothills:** The lands lying within the area of a named system of mountains, hills or foothills. More specifically, lands lying within the geographic area of the San Gabriel Mountains, the San Jose, San Rafael, Montebello, Puente, Chino, Coyote, or Signal Hills, the San Gabriel foothills, and within the territory of the RMC.

*To determine the specific area in which your project might fall, please refer to the RMC website: <http://www.rmc.ca.gov/> .*

## **Types of Projects**

Under the above geographic focus areas, the RMC envisions funding a wide variety of project types. These projects shall be of a type outlined in the Board approved Project Evaluation Criteria (see Appendix I). Projects may meet all or some of the criteria, depending on project type, and will be evaluated based on the priorities of the RMC. Project types can include land acquisition and/or site improvements and may involve open space, watersheds, trails, low-impact recreation, environmental education, wildlife/habitat, cultural or historic resources, public access, and scenic purposes. RMC expects that projects will be located in both urban and non-urban settings. The best projects will provide multiple benefits and be economically and technically feasible and practical.

*RMC will provide examples of specific projects on their website, <http://www.rmc.ca.gov/>.*

## Definitions

**"Acquisition"** means to obtain from a willing seller fee interest or any other interest, including easements and development rights, in real property.

**"Allocation"** means a distribution of funds or an expenditure limit established for a Grantee for one or more projects.

**"Applicant"** means the local, state or federal agency, nonprofit organization, or Federally Recognized California Indian Tribe, requesting funding from a program administered by RMC.

**"Application"** means the individual Application Form and its required attachments and supporting documentation for grants pursuant to the enabling legislation and/or program.

**"Appraisal"** means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

**"Appropriation"** means a budget authorization from a specific fund to a specific agency/or program to make expenditures or incur obligations for a specific purpose and/or period of time.

**"Brownfields"** means abandoned or underutilized land and buildings in already-developed urban, suburban or rural locations that have actual or perceived contamination from previous or adjoining uses.

**"CEQA"** means the California Environmental Quality Act, Public Resources Code Section 21000, et seq.; Title 14 California Code of Regulations Section 15000, et seq. (For more information, please see <http://ceres.ca.gov/ceqa/>) Applicants must assess the possible environmental consequences of projects, which they propose to undertake.

**"Competitive"** means the allocation of moneys for one or more projects for the acquisition, development, or interpretation of recreational lands and facilities, and historical or archeological resources on a project-by-project basis, based upon stated criteria, through the competitive process.

**"Common Ground"** refers to the San Gabriel and Los Angeles Rivers Watershed and Open Space Plan prepared by RMC and approved by a majority of the cities representing a majority of the population, the Board of Supervisors of Los Angeles County, and by the Central Basin Water Association and the San Gabriel Valley Water Association.

**"Connectivity"** means continuity in open space enabling linkages between open space, and wildlife habitat areas and typically including trails and passive or active recreation nodes.

**"Contract"** means the agreement between the RMC, grantee, property owner, and/or mortgage lender, specifying the payment of funds for the performance of a project scope within the project performance period by the grantee.

**"Contractor"** means the prime person or firm that has been selected by the grantee to perform the project work.

**"Development"** means improvements to real property by construction of new facilities or rehabilitation, restoration, renovation or additions to existing sites, property, or facilities.

**"District"** means an agency of the state, formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries, such as a regional park district, regional open space district, water district, conservation district, or flood control district.

**"Ecological Value"** means the project will support the relationships between living organisms and their environment.

**"Ecosystem"** means a balanced natural system of living organisms and their environment.

**"Enhancement"** means to modify current conditions and may be used to describe a project that would result in a natural resource, cultural or historic site, recreational area or existing facility achieving a desired level of improvements while considering the protection of the natural environment. It is distinguishable from "restoration" in that it does not imply merely a return to natural conditions but may include the provision of recreation or other aspects that were not original features.

**"Environmental Education"** means programs and related facilities and processes that increase knowledge and awareness about the environment and help develop skills that enable responsible decisions and actions that impact the environment.

**"Environmental Justice"** is the fair treatment and meaningful involvement of all people – regardless of race, ethnicity, and income or education level – in environmental decision-making. Environmental justice programs promote the protection of human health and the environment, empowerment via public participation, and the dissemination of relevant information to inform and educate affected communities.

**"Exotic species"** means any non-indigenous plant or animal species.

**"Federally Recognized California Indian Tribe"** means any California Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for special programs and services provided by the Secretary of the Interior.

**"Grantee"** means an Applicant who has a contract for grant funds.

**"Habitat linkage"** means connections between otherwise isolated areas of habitat that may (1) provide for daily and seasonal movements of animals; (2) facilitate dispersal, gene flow, and rescue effects (for animals or plants); (3) allow for range shifts of species; and (4) maintain flows of ecological processes (e.g., fire, wind, sediments, water).

**"Habitat restoration"** means to restore natural vegetative communities including their capacity to provide food and shelter for wildlife, and perform natural processes including reducing the volume and velocity of runoff, and increasing the water infiltration rates.

**"Historical Resource"** includes, but is not limited to, any building, structure, site area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

**"Indirect Costs"** means expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, contract, project or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not

directly assigned to the project; functions such as personnel, accounting, and salaries of supervisors and managers; and overhead such as rent, utilities, supplies, etc.

**"In-Kind"** means applicant's land, materials and/or services provided as matching funds for a project in lieu of monetary type funding.

**"Interpretation"** means an intelligent and meaningful presentation and explanation of the significance and value of natural resources or historical or archeological resources.

**"Jurisdiction"** means the legal boundary of the grant Applicant, i.e. the city, county, or district.

**"Local Conservation Corps"** means the local division of the California Conservation Corps, a state administered organization for youth volunteers to protect and enhance California's environment and communities and provide assistance in emergencies.

**"Local Agencies"** means a city, county, or district entity formed for purposes pursuant to a joint powers agreement between two or more local entities that are eligible for Grant Programs administered by RMC.

**"Low Impact Recreation"** means any development, rehabilitation, or enhancement of resource-based facilities and the associated visitor activities that result in minimized impacts on natural areas and natural systems. Low impact activities are generally human powered and may include walking, picnicking, hiking, cycling, non-motorized boating or equestrian use, bird watching, fishing, star-gazing or photography; and organized events such as interpretive tours, nature walks or educational programs.

**"Management Plan"** means a plan that identifies responsibility for future management of a given area to preserve, protect, and enhance natural resource values, and where appropriate, provides for multiple objectives and identifies funds for that management.

**"Match"** means funds or equivalent in-kind contributions in addition to RMC Grant Funds. Increased consideration will be given to projects that provide matching funds or equivalent in-kind contributions.

**"Monitoring and Assessment"** means an assessment process to evaluate the success of the proposed action or improvement, and monitoring progress towards meeting project goals. The standards for monitoring each project approved for funding will be developed in concert with RMC.

**"Multiple Benefit"** means projects that involve more than one public benefit objective including habitat enhancement or protection, water quality improvement, historic resource protection or improvement, public access development, environmental education or any combination of such objectives.

**"Natural habitat"** means relatively undisturbed lands and vegetation communities that provide food and shelter for wildlife and also perform natural functions such as, reducing the volume and velocity of storm runoff, and enabling water infiltration.

**"NEPA"** means the National Environmental Policy Act of 1969, as amended Public Law 91-190, Title 42 United States Code Sections 4321-433347, January 1, 1970, as amended by Public Law 94-52, July 3, 1975, Public Law 94-83, August 9, 1975, and Public Law 97-258, Section 4

(b), September 13, 1982). NEPA requires federal agencies to assess the possible environmental consequences of projects, which they propose to undertake, fund or approve.

**"Nonprofit Organization"** means any private, nonprofit organization, existing under Section 501(c)(3) of the United States Internal Revenue Code and has among its principal charitable purposes the preservation or enhancement of land for scientific, historic, educational, recreational, scenic or open-space values, the protection of the natural environment, or the preservation and enhancement of fisheries and wildlife or their habitat.

**"Notice of Completion and Acceptance of Work"** means the notice completed by the grantee and filed with the county recorder in the county where the property is located, upon completion and acceptance of any and all construction work related to a project.

**"Open Space"** means any area that can potentially serve as wildlife habitat, facilitate natural processes, or allow for public access for passive forms of recreation.

**"Plans"** means the detailed drawings or exact reproductions that show location, character, layout, dimensions, and details of the work to be constructed under the contract for a historical resource Project.

**"Planning"** means specific preparations necessary to execute eligible projects. Planning includes conceptual designs, pre-schematic work, such as initial architectural or engineering plans prepared during the preliminary project phase; schematic documents; technical consulting; construction design; CEQA documentation; preparation of construction bidding documents; permits or appraisals. Planning costs are distinct from hard project costs of actual construction or land acquisition.

**"Project"** means the acquisition, development, (rehabilitation and restoration), or interpretation activities to be accomplished with grant funds.

**"Project Manager"** means an employee of RMC, who acts as a liaison with Grantees and administers grants.

**"Project Performance Period"** means the period of time that the grant funds are available, and the time in which the project must be completed, billed, and paid.

**"Project Scope"** means the description or activity of work to be accomplished on the project.

**"Property"** means the land, including all structures attached to such land, upon which the project is located.

**"Property Owner"** means the person or entity that holds the fee simple interest of the Property.

**"Proposition 40"** means Assembly Bill 1602 of the 2001-2002 Regular Session (Chapter 875, Statutes of 2001) as submitted to the people in accordance with the provisions of Article XVI of the California Constitution.

**"Public access"** refers to public access generally with full right of way from a public thoroughfare or public transportation. It could also mean the provision for visitor support facilities, including public parking, trails, bikeways, restrooms, picnic areas and campgrounds and other recreational facilities.

**"Rehabilitation"** means the act of putting something back or reinstating its original condition or near condition including features or processes.

**"Restoration"** means the process of reproducing, re-establishing or rehabilitating a natural area or a cultural or historical site or feature that has otherwise deteriorated due to either natural or human causes.

**"Riparian"** means locations and associated vegetative communities related to or on the banks of rivers, streams, wetlands, marshes or other water bodies.

**"Scenic Value"** means any historic, open space or other natural resource features with significant visual aesthetic values.

**"Specifications"** means all written directions, provisions, and requirements governing the methods and procedures to be followed in connection with bidding and awarding of contract and performance and execution of the work, the quantities and qualities of materials to be used, the method of measurement of the quantities of work, and the nature of the contractual relationships that will exist during the course of the work.

**"Stewardship"** means the development, implementation and long-term management of important resources and typically involving the protection, preservation, rehabilitation, restoration, improvement of natural systems and/or outstanding features, and historical and cultural resources.

**"Threatened or Endangered Species"** means species listed as defined by the Federal Endangered Species Act passed in 1973.

**"Trailhead and Trailside Facilities"** include, but are not limited to parking, utilities, restrooms, benches, bridges, draining structures, fencing, and interpretive and informational signs, exhibit and brochure shelters and related facilities.

**"Watershed"** means a region or area bound peripherally by a divide or ridge, all of which drains to a particular watercourse or body of water. Most urban sites are now mini-watersheds, with the property line constituting the "ridge" and the storm drain system located in the street constituting the "watercourse" to which it discharges.

**"Willing seller"** means that all landowners are willing participants in any proposed real property transactions.

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## 2. INTRODUCTION

### Program Intent

The intent of the RMC Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Grant Program is to provide funding for the “acquisition, development, rehabilitation, restoration, and protection of land and water resources” within its jurisdictional boundaries. Grant funds will be awarded at the sole discretion of the RMC Board.

Projects should be resource-focused and may comprise a range of types. The RMC strongly encourages all grant applicants to review *Common Ground* and *Phase II Final Report*. All projects should be consistent with these plans.

Projects should be focused on open space, watershed, trails, low-impact recreation, wildlife/habitat, cultural or historic, scenic resources, and watershed protection. As indicated above, projects should incorporate the acquisition, development, rehabilitation, restoration, and protection of land and water resources. Projects may also involve facility development if they incorporate the above resource elements and address environmental education. Projects restoring or rehabilitating historic/cultural resources may also be eligible. The most preferred projects will incorporate multiple benefits, including public access.

### Distribution of Funds

Funds have been allocated to RMC by the Legislature under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002. In fiscal year 2002 – 2003, the RMC has approximately \$15 Million available for funding. The Board may elect to only fund certain parts or phases of a project in order to maximize the distribution of grant funds among several recipients in different geographic areas. Approximately \$1 Million will be reserved for the Small Grants Program. *Please see the separate guide and application for this program, which is available on the RMC website at <http://www.rmc.ca.gov/>.*

### Eligible Applicants

Eligible Applicants will be located within the boundaries of the RMC and include:

- Cities
- Counties
- Districts
- Local Agencies
- Joint Powers Agencies
- State Agencies
- Federal Agencies
- Non-profit organizations (existing under Section 501(c)3 of the IRS Code) *Status does not need to be approved at the time of application, but must be approved at the time of award.*

Individuals and corporations are not eligible for this grant program; however RMC encourages multiple partners or joint projects. As long as the lead agency is one of the above listed eligible applicants, applications will be accepted from joint projects with non-eligible agencies.

## **Permissible Uses**

- Grant funds may be used for the acquisition, development, rehabilitation, restoration, and protection of land and water resources.
- Land acquisition costs may include appraisals, land, improvements, relocation costs, title reports, surveying, and escrow.
- Land must be acquired from willing sellers.
- Facilities development projects must demonstrate a strong relationship and value to natural resource stewardship or environmental education.
- Rehabilitation and restoration projects must be biologically and technically feasible.
- Planning and pre-project costs can be included, though shall not exceed 20% of total Grant Funds. (For complicated and extensive projects, this maximum may be increased to 25% on an exceptional basis. Please contact RMC with questions.) These costs may include consultant fees, plan documentation, specifications, CEQA/NEPA planning, and direct project management costs.
- Indirect and Overhead expenses are allowed, though shall not exceed 10% of total Funds. Projects that have lower overhead will be deemed more competitive.

## **Uses not Permitted**

- Projects that do not contain some component of land and water resources acquisition, development, rehabilitation, restoration or protection.
- Operations and Maintenance related costs.
- Exclusively planning projects. However these projects can be funded under the competitive Small Grants program.
- Projects that are located on school properties and not open to the general public or designed solely for school students, unless part of a multi-use project which allows for access from the general public.
- Playground equipment and/or infrastructure such as swing sets and skateparks.
- Facilities that do not have an environmental education focus or theme, such as basketball courts, hockey courts, etc. Multi-use projects may include these elements, but this program will not fund planning or development of them.
- Projects that cause erosion or contribute to flooding.
- Projects on land or improved property acquired by condemnation from an unwilling seller.
- BMP (Best Management Practices) directed projects that lack an improved habitat, low impact public recreation access, or environmental education components.
- Projects traditionally provided by the private, non-government sector or by concessionaires, such as gift shops, equipment rentals, concession stands, etc., unless it can be shown that no private entrepreneur is willing to provide services, and there is demonstrated need for the Project.
- Projects that exclusively fulfill other mitigation requirements.

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### 3. IMPORTANT POINTS

- Each project must include information that addresses RMC Project Evaluation Criteria.
- Applicants shall submit an individual application for each eligible project within their jurisdiction.
- The Grantee must complete the project and submit all documentation by June 30, 2007.
- Grants shall be paid on a reimbursement basis.
- The Grantee shall provide for public access and low-impact recreation, unless it is specifically prohibited or not ecologically or biologically feasible.
- Projects should have an education element and habitat component.
- Projects that have multiple benefits will be considered more competitive.
- Projects which have a clearly articulated monitoring and assessment plan will be considered more competitive.
- All real property shall be acquired from a willing seller and in compliance with current State laws governing Relocation and Acquisition of real property by public agencies. Appraisals will be subject to prior approval of fair market value by the State Department of General Services.
- All projects must comply with CEQA. CEQA compliance may be funded under this program as part of planning dollars. CEQA status will be carefully evaluated and projects that have completed CEQA and/or are advanced in the CEQA process prior to the application will be considered more competitive.
- If RMC funds will be used for the CEQA process and the Grantee has made a full-faith effort to complete CEQA, but is unable to complete CEQA or otherwise proceed with the Project due to issues related to the CEQA process, costs incurred by the Grantee that are directly related to the CEQA process can be applied up to the limit of 20% of the total original grant.
- Grantee shall comply with all applicable current laws and applications.
- All information contained in the grant applications is confidential until the grant awards are announced. After that time, all applications will become public information.
- Grantees must sign an agreement with RMC before funds can be disbursed.
- Grantee shall post signs acknowledging the source of funds pursuant to guidelines established for this grant Program (Reference Appendix H).
- RMC will determine when reports will be required by the grantee, including progress, financial, and monitoring and assessment reports. Under usual circumstances, reports shall not be required more frequently than on a quarterly basis.
- Projects need to meet the criteria set forth in *Common Ground* and *Phase II Final Report*, as well as any planning criteria approved by agencies within the project jurisdiction, such as master plans or watershed management plans.
- Grantee must meet the minimum land tenure requirements set forth by the RMC.
- Projects with one or more partners will be deemed more competitive.

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## 4. APPLICATION PROCEDURES

### When to apply

***The deadline for Applications is Monday, March 3, 2003, 4:00pm.***

***Applications submitted by mail must be received on or before the deadline. Hand delivered applications will be accepted no later than 4:00pm. Late applications will NOT be accepted.***

*Incomplete applications will not be disqualified, but applicants should take every effort to complete their application by the deadline.*

*Complete applications will be deemed more competitive.*

### What to submit

A complete application package will consist of **one original** and **ten (10) copies** of the required materials. Applicants shall also provide a copy of their application in an electronic format either in Word or WordPerfect, preferably on a CD. Photos, images, maps, etc. should each be saved in a separate file(s) on the disk. The following materials are required for a complete application:

1. **Application Form** (see Appendix A)
2. A **Project Description** including:
  - a complete description of the project,
  - project goals,
  - project feasibility analysis,
  - how the project will be carried out (include any plans for community outreach, education, or publicity),
  - statement of need for the proposed project,
  - description of audience and geographic area served,
  - description of final product,
  - organizational capabilities,
  - a summary of how the project meets RMC's evaluation criteria, and
  - a monitoring and assessment plan

The description should be in a legible font (we suggest Arial, 12 point) and no more than **three (3)** pages.

3. A **tasklist and timeline** for the project. The tasklist should include a detailed description of each task and should include tasks for evaluation, monitoring, and assessment. *An example of a tasklist can be found on the RMC website at <http://www.rmc.ca.gov/>.*
4. **Budget** for the project, including any matching funds that may be used for the project. Please also identify any other grants for which you have applied for this project (include amount, potential funding agency, and contact). *See the RMC website for an example of a project budget at <http://www.rmc.ca.gov/>.* Applicants should endeavor to submit a budget in the format presented in the example on the RMC website.
5. A **Resolution** from the applicant's governing body that certifies that the project is consistent with *Common Ground* and *Phase II Final Report*, as well as local or regional land use plans or programs. If the project is not consistent with local or regional land use plans or programs, the resolution must state that the governing board approves the project (see Appendix C).

6. An outline of **Environmental Compliance** for the project. This information may include a notice of exemption filed with the county clerk, an initial study, a brief description of how the applicant will comply with CEQA, a negative declaration or a completed CEQA process.
7. Project **Location** maps, including Thomas Brothers page, cross-street reference, and project address.
8. **Parcel map** and site plan, if applicable.
9. A list of **permits, easements or certifications** required, including entity responsible and whether the permit has been issued. See Appendix G for a template.
10. An outline of how the project will address future **operations and maintenance** needs (no more than one page).
11. All **agreements** associated with the project, especially for operation and maintenance, if applicable. Also include proof of ownership and compliance with Land Tenure Requirements, if applicable.
12. If applicable, proof of **non-profit status**.
13. Project Site **Photographs** (no more than six (6) photographs, not larger than 8 ½" by 11"). Digital format is preferred, on CD, and each photograph should be saved as a separate file.

*Please do **not** submit additional materials, such as letters of support, press clippings, or brochures that have not been specifically requested.*

## Evaluation and Reporting Requirements

Each project proposal should clearly define measurable and outcome-oriented goals and objectives for the project, performance measures to track progress toward objectives, and a reporting system to present the analysis of performance measures. The goals and objectives should be set to demonstrate the project's contribution to RMC's overall mission and to targets identified for each specific project. These goals and objectives can be set periodically and over the long term as appropriate.

The RMC is interested in measuring the progress of each of its activities in achieving results or outcomes. Hence, the focus of each project evaluation must be on outcomes, defined as the project results or impact on users and society. Output and other measures are important, but the focus should be on results. The cash equivalent of staff time dedicated in kind to evaluation and reporting in the project proposal will be counted as matching funds. Each successful grantee will be required to work with the RMC to develop an evaluation and reporting framework.

## Selection and Notification

Selection of grants will ultimately be at the sole discretion of the RMC Board. However, the Board will use specific criteria to help them prioritize projects to be funded. Criteria may include:

- Biological and technical feasibility and readiness
- How the project fits into regional schemes or plans, such as *Common Ground* and *Phase II Final Report* or Regional Watershed Plans (projects that help to implement a larger planning vision will be given higher points);
- Whether the project has one or more partners;

- RMC project evaluation criteria (It is not expected nor required that projects meet all criteria). The full criteria is attached as Appendix I and summarized below:

#### I. Planning, Feasibility, and Economic Factors

- Is the project consistent with the guiding principles of *Common Ground* and *Phase II Final Report*?
- Is the project consistent with local land use and/or approved by the guiding agency?
- Is the project significant to one or more partner agencies or organizations?
- Is the project immediately feasible upon funding, with clearly stated goals?

#### II. Urban, Recreational and Open Space Factors

- Does the site contribute to existing green areas in urbanized area, or serve an under-served or park-poor community?
- Does the project help reduce non-point source water pollution (may be through riparian restoration, groundwater recharge, etc.)?
- Is the project part of an existing or proposed trail plan or does it connect communities to major existing or planned trails?
- Does the site contain suitable area for a low-impact recreation facility (educational center, picnic area, useable open space, campground, or interpretive center)?
- Does the site provide universal access by the public with full right of way?
- Is the site/project part of an area of exceptional scenic value or is identified in a government agency plan?

#### III. Educational and Cultural Factors

- Does the project include active stakeholder participation in the planning and monitoring process and/or provide on-site educational or interpretive programs?
- Does the site contain archaeological, cultural or historical resources of local, state or national significance?

#### IV. Natural Resource Factors

- Does the site provide habitat for state or federally listed flora or fauna species?
- Does the site provide for habitat linkages?
- Is the project site suitable for restoration?
- Does the project provide opportunities for water quality improvement?

*Additional points will be added for projects that have Multiple Benefits.*

***Successful applicants will be notified by RMC on or before June 30, 2003.***

### **Matching Criteria**

Although matching funds or services are not required, priority shall be given to projects that include a commitment for a matching contribution. Matching funds may include prior project planning, operations and maintenance, volunteer support, and ongoing monitoring and assessment. Contributions may be in the form of money, property, or services.

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## 5. PROJECT ADMINISTRATION

### Normal Grant Process

RESPONSIBLE ENTITY	TASK
RMC	Announces grant program and pre-submission workshop
RMC	Holds pre-submission Grant Workshops January 21-23, 2003.
Applicant	Submits application and supporting documents to the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC).
RMC	RMC Grant Committee evaluates proposals, may perform site visits on semi-finalists, and recommends Projects for funding.
RMC	Notifies Applicants of grant awards.
RMC	Sends a grant Agreement to the Grantee.
Grantee	Returns the signed Agreement to RMC.
RMC	Sends a fully executed Agreement to the Grantee.
Grantee	Completes environmental documentation and permitting as needed.
Grantee	Commences work on the Project.
Grantee	Submits required reports to RMC.
Grantee	Grantee posts signs during construction per attached Sign Guidelines.
Grantee	Requests progress payments.
Grantee	Upon completion of the Project, posts signs acknowledging source of funds.
Grantee	Submits Project completion packet.
RMC	Checks final documentation for completeness and accuracy and makes final inspection of Project.
RMC	Processes the final payment.
Grantee	Submits documents for audit, if requested.

### Conflict of Interest and Confidentiality

All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Accordingly, before submitting an application, applicants are urged to seek legal counsel regarding potential conflict of interest concerns that they may have and requirements for disclosure. Applicable statutes include, but are not limited to, Government Code Section 1090, and Public Contract Code Sections 10410 and 10411 for State conflict of interest requirements.

Applicants should note that by submitting an application, they waive their rights to the confidentiality of that application. RMC staff will review each application. Once the application

is signed and submitted to RMC any privacy rights as well as other confidentiality protections afforded by law will be waived.

## Project Withdrawal

If a Grantee wishes to withdraw a Project, Grantee shall notify RMC in writing. In the event an approved project cannot be completed, and if grant funds were advanced, those funds, plus any accrued interest, must be returned to the State. If the CEQA/NEPA work is done after the grant has been awarded, and the determination is an impediment to completing the project, RMC will reimburse the applicant for costs expended up to 20% of the total grant as outlined above.

## Eligible Costs

All eligible costs must be supported by appropriate documentation.

COSTS	EXPLANATION	EXAMPLES
Preliminary Costs (not to exceed 20% of grant total)	<ul style="list-style-type: none"> <li>Costs incurred after a Contract with RMC has been fully executed, including planning, plan documentation, designs, appraisals and negotiations, permit costs, consultant costs</li> <li>Expenditure subject to maximum of 20% of total grant</li> </ul>	<ul style="list-style-type: none"> <li>CEQA compliance</li> <li>Construction plans</li> <li>Permits/Appraisals</li> <li>Acquisition documents, etc.</li> </ul>
Personnel or Employee Services	<ul style="list-style-type: none"> <li>Must be computed according to the Grantee's prevailing wage or salary scales</li> <li>Must be computed on actual time spent on Project</li> <li>Must not exceed the Grantee's established rates for similar positions</li> </ul>	<ul style="list-style-type: none"> <li>Wages and benefits</li> <li>Work performed by another section/department in agency</li> </ul>
Consultant Services	<ul style="list-style-type: none"> <li>Costs paid to consultants necessary for the Project</li> <li>Consultants must be paid in compliance with the Grantee's customary method and rate</li> <li>No consultant fee shall be paid to the Grantee's own employees without prior approval</li> </ul>	<ul style="list-style-type: none"> <li>Costs paid to consultants necessary for the Project</li> </ul>
Construction	<ul style="list-style-type: none"> <li>All necessary construction activities</li> <li>Construction management</li> </ul>	<ul style="list-style-type: none"> <li>Site preparation, grading</li> <li>Facility development</li> <li>Inspection and construction management</li> </ul>
Construction Equipment	<ul style="list-style-type: none"> <li>The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes</li> <li>The Grantee may use the California Department of Transportation's equipment rental rates as a guide</li> <li>The Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage</li> <li>The equipment use charges must be made in accordance with the Grantee's normal accounting practices</li> <li>The Grantee must describe the work performed, the hours used, and related use to Project</li> </ul>	<ul style="list-style-type: none"> <li>Rental equipment</li> <li>Leased equipment</li> <li>Purchased equipment</li> </ul>
Fixed Equipment	<ul style="list-style-type: none"> <li>Equipment permanently fixed to Project facility</li> </ul>	<ul style="list-style-type: none"> <li>Fixed resting areas/benches</li> </ul>
Construction Tools/Supplies/Materials	<ul style="list-style-type: none"> <li>May be purchased for specific Project, or may be drawn from central stock if claimed costs are no higher than those the Grantee would pay</li> <li>Costs may be capitalized according to the Grantee's standard policy</li> <li>The Grantee may only claim those costs reasonably attributable to the Project</li> </ul>	<ul style="list-style-type: none"> <li>Materials such as concrete, wood, etc.</li> <li>Supplies such as fasteners, nails, or other hardware and non-fixed equipment</li> </ul>
Relocation Costs	<ul style="list-style-type: none"> <li>Costs resulting in displacement of a person/business</li> <li>The Grantee shall comply with State Relocation Act requirements.</li> </ul>	<ul style="list-style-type: none"> <li>See Chapter 16, Section 7260, <a href="#">Government Code</a>.</li> </ul>

Acquisition Costs	<ul style="list-style-type: none"> <li>• Appropriate costs of acquiring real property</li> <li>• DGS approved appraisal costs</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase price/Appraisals</li> <li>• Title/Escrow fees</li> <li>• Surveying/Improvements</li> </ul>
Indirect/Overhead	<ul style="list-style-type: none"> <li>• Costs shall not exceed 10% of grant total</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative overhead</li> </ul>
Restoration/Rehabilitation Costs	<ul style="list-style-type: none"> <li>• All required materials for restoration/rehabilitation work</li> <li>• Includes removal and disposal of exotic/invasive species</li> </ul>	<ul style="list-style-type: none"> <li>• Planting/Soil improvements</li> <li>• Irrigation systems (temporary or permanent, as applicable)</li> </ul>
Environmentally Aimed BMP Measures	<ul style="list-style-type: none"> <li>• Components to storm water management projects that include habitat supporting measures</li> </ul>	<ul style="list-style-type: none"> <li>• Filtration systems</li> <li>• Erosion control materials</li> </ul>
Education Infrastructure	<ul style="list-style-type: none"> <li>• All fixed materials that serve interpretive or educational purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Signs/Interpretive aids/Kiosks</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Other Project-related costs</li> </ul>	<ul style="list-style-type: none"> <li>• Communications expenses</li> <li>• Construction insurance</li> <li>• Signs/Interpretive aids</li> <li>• Transportation costs</li> </ul>

## Ineligible Costs

The following is a non-exclusive list of ineligible project costs:

COSTS	EXPLANATION	EXAMPLES
Operations and Maintenance Costs	<ul style="list-style-type: none"> <li>• Costs necessary for the short or long term operation and maintenance of property or facilities once the property has been acquired or the facility or area has been restored, rehabilitated, or developed</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel or employee services</li> <li>• Equipment, supplies</li> </ul>
Non-fixed Equipment	<ul style="list-style-type: none"> <li>• Equipment that is not permanently fixed to the project facility or used for construction</li> </ul>	<ul style="list-style-type: none"> <li>• Computer equipment (hardware and software)</li> <li>• Portable equipment</li> </ul>
Playground Equipment or Infrastructure	<ul style="list-style-type: none"> <li>• Active recreation equipment costs are ineligible</li> </ul>	<ul style="list-style-type: none"> <li>• Swingsets, skateparks, pools, ball field apparatus, basketball courts</li> </ul>
Mitigation Costs	<ul style="list-style-type: none"> <li>• Costs associated with exclusively fulfilling mitigation requirements for this or other projects</li> </ul>	<ul style="list-style-type: none"> <li>• Land acquisition, development, restoration or rehabilitation for mitigation for this or other projects</li> </ul>
Ceremonial or Publicity Expenses	<ul style="list-style-type: none"> <li>• Funds may not be used for ceremonies, parties, or other publicity expenses (except for required signage)</li> </ul>	<ul style="list-style-type: none"> <li>• Food and beverages</li> <li>• Facility rental</li> </ul>
Ineligible Travel	<ul style="list-style-type: none"> <li>• Travel costs not directly associated with the project</li> <li>• Travel claimed when no work time was claimed for the same period</li> </ul>	<ul style="list-style-type: none"> <li>• Travel expenses</li> </ul>
Lobbying/Fundraising	<ul style="list-style-type: none"> <li>• Costs associated with grant application preparation, for this grant or for others associated with this or any other project</li> <li>• Costs associated with lobbying legislature or other bodies for funds for this or any other project</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Lobbyist fees</li> <li>• Travel expenses</li> </ul>
Contract Cost Overruns	<ul style="list-style-type: none"> <li>• Unapproved contract costs overruns exceeding the allowable amount as per contract budget specifications</li> </ul>	<ul style="list-style-type: none"> <li>• Unapproved costs</li> </ul>

Questions associated with eligible or ineligible costs should be directed to the Grant Program Administrative Contact **prior to** submittal of application or budget.

## Changes to Project Scope

A Grantee wishing to change the scope of an approved project shall submit the proposed change in writing to RMC for approval. Any change must be consistent with the authorizing legislation and *Common Ground and Phase II Final Report*.

## Time Extensions

The Grantee is expected to complete the project according to the time identified in their project timeline. However each contract will have a project performance period of three years to allow for unexpected events. An extension of the three-year performance period is unlikely.

## Payments of Grant Funds

- Disbursements of grant funds will be made incrementally, as separate components of the Project are satisfactorily completed.
- Payments shall be on the basis of costs incurred, less 10% to be withheld from all invoiced amounts.
- Requests for reimbursement are preferred on a quarterly basis. Requests must include documentation that demonstrates that costs have been incurred and an itemized description of all work done for which reimbursement is requested. Payment requests should clearly identify the specific elements of the work plan to which they pertain. (Reference Appendix E, Payment Request Form).
- Grantees should allow four to six weeks to receive payment after submitting a complete payment request package.
- Any request that is submitted without supporting documents will not be approved for payment.

## Advance Payment Requests

- ***As a general rule, advance payments for Project costs are not allowed.*** RMC, at its sole discretion, may honor advance payment requests, if warranted by a documented compelling need.
- If an advance payment is requested, the Grantee will complete a Payment Request Form (Appendix E), accompanied by a written request for advance payment and all cost estimates for services, equipment and supplies to support the advanced amount requested.
- If any advance payments are received from the RMC, they must be deposited in a separate interest-bearing account. Interest earned on advances shall be spent on eligible Project costs subject to prior approval by RMC. Unless spent on approved costs, the grant Agreement shall be reduced by the amount of the interest earned.
- For Acquisition Projects, advances are made after the property is in escrow. Immediately upon receipt, such advances shall be placed into escrow.

## Final Payment Request

The funds withheld from Project payments are referred to as the Final Payment Request. The Project Completion procedures that must be followed can be found in Appendix F.

## Site Visits

The Grantee shall permit and arrange periodic site visits including a final inspection by RMC to determine if the work performed is in accordance with the approved Project Scope.

## Loss of Funding

The following actions may result in a loss of part or all of the funding allocation to the Grantee:

- A Grantee fails to return a signed agreement with the RMC within 60 days of receipt of the grant agreement.
- A Grantee withdraws from the Program.
- A Grantee fails to complete all funded Projects and/or fails to submit all documentation before June 30, 2007.

## **Land Acquisition Instructions**

**Estimated fair market value of land and improvements:** Under the terms of the grant Program, RMC and the State Department of General Services must approve the appraised fair market value of the Acquisition. State participation in projects is limited to value approved by DGS.

**Willing Seller:** Provide evidence that landowner(s) are willing participant in any proposed real property transactions. RMC does not have authority of eminent domain and grant funds can not be used for that application.

**Relocation Costs:** Attach additional pages as needed. Provide a parcel-by-parcel analysis of the extent of the relocation assistance required by the State Relocation Act requirements, (Chapter 16, Section 7260, Government Code). Include at a minimum:

- The number of persons/businesses displaced
- The types of displaced entities (families, small retail businesses, large wholesale or manufacturing enterprises, farms, churches, hospitals, etc.)
- The Tenure (month-to-month rent, long-term lease, or fee title) of the displaced entities
- Any special problems inherent in relocating the displaced entities (lack of adequate replacement housing, large inventory of merchandise to be moved, or unique quality of the enterprise difficult to duplicate at any other location)

**Contingency** – Cannot be used to increase the fair market value appraisal.

**Attach:**

- Annotated Assessor's Plat showing proposed Acquisition and approximate location of Project improvements that will affect the Project. If a creek or other drainage way crosses the property, sketch its approximate location;
- Written description of parcel from the recorded deed on file in Assessor's office;
- Copies of any easements, mineral rights, or other conditions that may affect the proposed parcel on file in Assessor's Office; and
- USGS 1:24,000 scale Quad map with the parcel clearly marked on it.

## **Land Tenure Requirements**

Applicants must certify to RMC that they have adequate control of, and Tenure to, properties to be improved under this program. Adequate controls include, but are not limited to ownership, lease, easement, joint-powers agreement, or other long-term interest in the property, or have a satisfactory Agreement with the legal owner/administering agency.

RMC recognizes that specific activities may change over time; however, the property must remain available for compatible public use.

The Grantee and/or landowner shall:

1. Maintain and operate the property funded under this program for a period of:
  - At least 20 years for grants up to \$1 Million
  - At least 25 years for grants over \$1 Million
  - For urban stream restoration projects, alternate maintenance and operation periods may be negotiated, as appropriate for individual projects.
2. Use the property only for the purpose for which the Grant was made and to make no other use or sale or other disposition of the property. With the approval of RMC, the Grantee or the Grantee's successor may transfer the responsibility to maintain and operate the property in accordance with this section. A lease or other short-term agreement cannot be revocable at will by the lessor.
3. The Grantee shall not use or allow the use of any portion of the real property for mitigation (i.e. to compensate for adverse changes to the environment elsewhere).

## **Accounting Requirements**

Grantees shall maintain an accounting system that does the following:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards;
- Provides good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.); and
- Provides accounting data so the total cost of each individual Project can be readily determined.

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## **6. AUDIT**

Projects are subject to audit by the State for three years following the final payment of grant funds. The purpose of the audit is to verify that project expenditures were properly documented.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit will include all books, papers, accounts, documents, or other records of the Grantee, as they related to the project for which RMC funds were granted. The Grantee shall have the Project records, including the source documents and cancelled warrants, readily available to the State. The Grantee must also provide an employee having knowledge of the Project and the accounting procedure or system to assist the State's auditor. The Grantee shall provide a copy of any document, paper, record, or the like requested by the State.

All Project records must be retained for at least one year following an audit or final disputed audit findings.

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## **7. APPENDICES**

### **Appendix A, Application Form**

State of California – The Resources Agency  
**RIVERS AND MOUNTAINS CONSERVANCY**

**CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS, AND COASTAL  
PROTECTION ACT OF 2002  
PROJECT APPLICATION**

This Form and Required Attachments Must Be Submitted for Each Project Site

PROJECT NAME	AMOUNT OF GRANT REQUESTED <div style="text-align: right;">\$</div>	
	Estimated TOTAL PROJECT COST <i>(State Grant and other funds)</i> <div style="text-align: right;">\$</div>	
Grant Applicant <i>(Agency/Organization and Address)</i>	COUNTY	NEAREST CITY
	PROJECT ADDRESS	
	NEAREST CROSS STREET	
	SENATE DISTRICT NO.	ASSEMBLY DISTRICT NO.
Grant Applicant's Representative Authorized in Resolution		
Name	Title	Phone
Person with day-to-day responsibility for Project <i>(if different from authorized representative)</i>		
Name	Title	Phone
Brief description of Project		
For Development Projects Land Tenure – Project is: _____ acres:  _____ Acres owned in fee simple by Applicant _____ Acres available under a _____ year lease _____ Acres other interest <i>(explain)</i> _____ _____	For Acquisition Projects Project land will be _____ acres  _____ Acres acquired in fee simple by Applicant _____ Acres in other than fee simple <i>(explain)</i> _____ _____	
I certify that the information contained in this Project Application form and Application requirements is accurate.		
Signed _____ <div style="text-align: center;">Grant Applicant's Authorized Representative as shown in Resolution</div>		_____ <div style="text-align: center;">Date</div>

## Appendix B, Project Application Checklist

### PROJECT APPLICATION CHECKLIST

The Project Application Package shall consist of the following items. An Applicant may submit multiple Applications. However, the Applicant shall submit one complete Project Application Package per project site to RMC, which will then be rated by the Board.

- ☐ **Signed Application Form** (see Appendix A)
- ☐ **A Project Description** including:
  - a complete description of the project,
  - project goals,
  - project feasibility analysis,
  - how the project will be carried out (include any plans for community outreach, education or publicity),
  - statement of need for the proposed project,
  - description of audience and geographic area served,
  - description of final product(s),
  - organizational capabilities,
  - a summary of evaluation criteria, and
  - a monitoring and assessment plan.
- ☐ **A tasklist and timeline** for the project. The tasklist should include a detailed description of each task and should include evaluation, monitoring, and assessment.
- ☐ **Budget** for the project, including any matching funds that may be used for the project. Please also identify any other grants for which you have applied for this project (include amount, potential funding agency, and contact). The Budget should follow the format of the sample budget available on the RMC website at <http://www.rmc.ca.gov>.
- ☐ **A Resolution** from the applicant's governing body, which certifies that the project is consistent with *Common Ground* and *Phase II Final Report*, as well as local or regional land use plans or programs. If the project is not consistent with local or regional land use plans or programs, the resolution must state that the governing board approves the project (see Appendix C).
- ☐ An outline of **Environmental Compliance** for the project. This information may include a notice of exemption filed with the county clerk, an initial study, a brief description of how the applicant will comply with CEQA, a negative declaration, or a completed CEQA process.
- ☐ Project **Location** maps, including Thomas Brothers page, cross-street reference, and project address.
- ☐ **Parcel map** and site plan, if applicable.
- ☐ A list of **permits, easements or certifications** required, including entity responsible and whether the permit has been issued. See Appendix G for a template.
- ☐ An outline of how the project will address future **operations and maintenance** needs (no more than one page).

- ☐ All **agreements** associated with the project, especially for operation and maintenance. Also include proof of ownership and compliance with Land Tenure Requirements, if applicable.
- ☐ If applicable, proof of **non-profit status**.
- ☐ Project Site **Photographs** (no more than six (6) photographs, not larger than 8 ½" by 11").

*Please do not submit additional materials, such as letters of support, press clippings, or brochures that have not been specifically requested.*

## Appendix C, Sample Resolution

*Applicants need not use this specific language as long as the resolution matches the intent and purpose of this sample.*

Resolution No: \_\_\_\_\_

RESOLUTION OF THE \_\_\_\_\_  
(Title of Governing Body, City Council, Board of Supervisors)

### APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOODS, AND COASTAL PROTECTION BOND ACT OF 2002

For \_\_\_\_\_  
(Project)

WHEREAS, the people of the State of California have enacted the Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002 which provides funds for the RMC Grant Program; and

WHEREAS, the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) has been delegated the responsibility for the administration of the grant program in its jurisdiction, setting up necessary procedures; and

WHEREAS, said procedures established by RMC require the Applicant's Governing Body to certify by resolution the approval of the Application before submission of said Application to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California for the Project;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:  
(Applicant's Governing Body)

1. Approves the filing of an Application for local assistance funds from the **RMC Grant Program** under the Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002; and
2. Certifies that the Project is consistent with local or regional land use plans or Programs (or if it is not, that the project is still approved); and
3. Certifies that the Project is consistent with *Common Ground* and *Phase II Final Reports*; and
4. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project; and
5. Certifies that the Applicant has reviewed and understands the General Provisions contained in the Procedural Guide; and

6. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to, Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

Approved and Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by \_\_\_\_\_ following a roll call vote:  
(Applicant's Governing Body)

Ayes \_\_\_\_\_

Noes \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
(Clerk)

## **Appendix D, Sample Contract**

**A copy of a Sample Contract is available at [www.rmc.ca.gov](http://www.rmc.ca.gov)**

## Appendix E, Payment Request Form

### PAYMENT REQUEST RMC Resources Bond Act of 2002 Grant Program

See Instructions on reverse

1. PROJECT NUMBER		2. CONTRACT NUMBER	
3. GRANTEE			
4. PROJECT TITLE			
5. TYPE OF PAYMENT			
ADVANCE		REIMBURSEMENT	FINAL
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
6. PAYMENT INFORMATION			
a. Project Amount		\$	
b. Funds Received to Date		\$	
c. Available (a. minus b.)		\$	
d. Amount of This Request		\$	
e. Remaining Funds After This Payment (c. minus d.)		\$	
7. SEND WARRANT TO:			
GRANTEE NAME			
STREET ADDRESS			
CITY, STATE, ZIP CODE			
ATTENTION			
8. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION		TITLE	DATE
FOR RMC USE ONLY			
PAYMENT APPROVAL SIGNATURE			DATE

This form must be accompanied by complete and accurate documentation of expenses.

## **PAYMENT INSTRUCTIONS**

The following instructions correspond to items on the Payment Request Form:

1. PROJECT NUMBER -- The number assigned by the State to this Project
2. CONTRACT NUMBER -- As shown in Certification of Funding section of the Project Contract
3. GRANTEE -- GRANTEE name as shown on the Project Contract
4. PROJECT TITLE -- Title of Project for which payment is requested
5. TYPE OF PAYMENT -- Check appropriate box
6. PAYMENT INFORMATION
  - (a) State Project Grant Amount -- The amount of state grant funds allocated to this Project
  - (b) Funds Received to Date -- Total amount already received for this Project
  - (c) Available -- (a. minus b.)
  - (d) Amount of This Payment Request -- Amount that is being requested
  - (e) Remaining Funds After This Payment -- (c. minus d.)
7. SEND WARRANT TO -- Grantee name, address and contact person
8. SIGNATURE OF AUTHORIZED REPRESENTATIVE

Payment request forms must be accompanied by a progress report detailing activities completed and an itemized list of all charges documenting check numbers, amounts, dates, recipients, and purpose of the charges. You may use the Project Summary Form in the Project Completion Packet. Payment requests should clearly identify elements of the work plan to which they relate.

*Payment requests without complete and accurate documentation will not be approved for payment until required information is received.*

## Appendix F, Project Completion Packet

### RMC GRANT PROGRAMS

This packet will assist in the preparation of documents necessary to complete RMC grant projects. Any questions should be directed to your project Manager.

1. READ ALL MATERIALS IN THIS PACKET. Share it with individuals who will be preparing the financial documents.
2. Use this packet for all RMC grant programs. Make copies of the forms as needed.
3. FORMS. The forms in this packet have been designed for your convenience. You may elect to use another format provided that all requested information is presented in a clear and concise manner.
4. REMEMBER, YOU ARE REQUIRED TO KEEP SOURCE DOCUMENTS FOR ALL EXPENDITURES RELATED TO EACH GRANT FOR AT LEAST THREE YEARS FOLLOWING PROJECT COMPLETION. A project is considered complete upon receipt of final grant payment from RMC
5. The specific RMC grant program guide provides further information on project administration.

### PROJECT COMPLETION CHECKLIST

Please submit the following documentation to receive final payment for the grant project. Incomplete documentation may result in a delayed payment.

#### REQUIRED

- ☐ Payment Request Form (attached) – One copy of the payment request form signed by authorized representative.
- ☐ Project Certification Form (attached) – Ensure that the form is completely filled out and signed by the Grantee representative responsible for fiscal accountability.
- ☐ Project Cost Summary Form (attached) – use this form or equivalent for final payment requests and reimbursement requests to summarize all project costs. Include warrant number, date, recipient, purpose (i.e. construction contract, fencing materials) and amount.

#### IF APPLICABLE:

- ☐ Labor Costs Summary Form (attached) – Summarize any in-house labor costs charged to the project; the summary should note the location of source documentation to verify the summary (i.e., journal voucher number, work authorization, etc.). You may claim standard hourly wages plus benefits; no overhead.
- ☐ Equipment Cost Summary Form (attached) – include type of equipment, dates, amount, work performed. Indicate how the rate was obtained (i.e., Department of Transportation standards).
- ☐ Report of Expenditures Charged to Other Funding Sources (attached) – include check number, date of check, name of recipient, purpose, and amount.

## PROJECT CERTIFICATION FORM

GRANTEE: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

GRANTEE CONTACT FOR AUDIT PURPOSES

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

PROJECT DESCRIPTION – List facilities developed and/or property acquired:

LIST OTHER FUNDS ON PROJECT (SOURCES AND AMOUNTS):

INTEREST EARNED ON ADVANCE GRANT FUNDS: \$ \_\_\_\_\_

HAS A NOTICE OF COMPLETION BEEN FILED? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NO, PLEASE EXPLAIN:

CERTIFICATION:

I hereby certify that all grant funds were expended on the above named Project(s) and that the Project(s) is complete and we have made final payment for all work done.

\_\_\_\_\_  
Grantee Fiscal Representative, Title

\_\_\_\_\_  
Date

## PROJECT COSTS SUMMARY FORM

Grantee Name \_\_\_\_\_ Project Number \_\_\_\_\_

Warrant/Check Number	Date	Recipient	Purpose	Amount
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Total Labor Costs (from attached form) \$ \_\_\_\_\_

Total Equipment Costs (from attached form) \$ \_\_\_\_\_

Total Charges to Other Sources (from attached form) \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

### LABOR COSTS SUMMARY FORM

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name \_\_\_\_\_ Project Number \_\_\_\_\_

Work Authorization #	Unit Performing Work	Dates/ Pay Period	Purpose	Amount
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Subtotal \$ \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form) Total \$ \_\_\_\_\_

### EQUIPMENT COSTS SUMMARY FORM

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name \_\_\_\_\_ Project Number \_\_\_\_\_

Type of Equipment	Dates Work Performed	Amount
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Subtotal \$ \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form)

Total \$ \_\_\_\_\_

## REPORT OF EXPENDITURES CHARGED TO OTHER FUNDING SOURCES

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name \_\_\_\_\_ Project Number \_\_\_\_\_

Costs charged to other Funding Sources: Grantee's own funds, State or Federal funds, other grants, etc.

Check Number	Date of Check	Recipient	Purpose	Amount
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Subtotal \$ \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form)

Total \$ \_\_\_\_\_

## Appendix G, Permit Form

Please complete the following form regarding any permits, easements, or certifications that may be required by your project (attach additional pages as necessary).

Type of Permit	Granting Agency	Status of Permit	Date approval expected/given
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

## Appendix H, Signage Guidelines

### Authority

All Projects funded by RMC under Proposition 40, the Clean Water, Clean Air, Safe Neighborhoods, and Coast Protection Bond Act of 2002 (2002 Bond Act) must include a posted sign acknowledging the source of the funds.

### Purpose

Installation of signs at all Project sites is intended to acknowledge the public's support of the 2002 Resources Bond and promote the benefits provided by Bond fund assistance.

### Types of Signs

#### 1. Signs posted during construction (required for specific situations)

For Projects funded with RMC 2002 Bond Act funds in excess of \$750,000 and/or those Project in areas of high visibility (such as near a major thoroughfare) a sign is required during construction.

Recommended minimum size of sign: 4 feet x 8 feet

#### 2. Signs Posted Upon Completion (required for all Projects)

All Grantees are required to post a sign at the Project site. The sign must be available for the final inspection of the Project. All signs must include the universal logo (see information on the logo below).

There is no minimum or maximum size for the sign (other than the minimum size for the logo) as long as the sign contains the required wording (see below).

### Language for Sign

All signs will contain the minimum language below:

<p style="text-align: center;"><b>(Project Name)</b></p> <p style="text-align: center;"><b>Another Project to Improve California</b></p> <p style="text-align: center;"><b>Funded by the Rivers and Mountains Conservancy</b></p> <p style="text-align: center;"><b>LOGO</b></p> <p style="text-align: center;"><i>California Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002</i></p> <p><b>Mary Nichols</b>, Secretary for Resources</p> <p><b>Gray Davis</b>, Governor</p>
--

The name of the local agency or other governing body may also be added. The sign may also include the names (and/or logos) of other partners, organizations, individuals and elected representatives as deemed appropriate by those involved in the Project.

### **Universal Logo**

All signs will contain the RMC logo. The logo will be on a template, available on line at <http://www.rmc.ca.gov>. Your Project manager can also provide the logo on disk.

- The logo must be mounted in an area to maximize visibility and durability.
- The logo must be a minimum of 2'x2'. Exceptions are permitted in the case of trails, historical sites and other areas where these dimensions may not be appropriate.

### **Sign Construction**

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints used, mounting specifications, etc.

### **Sign Duration**

The goal is to have Project signs in place for a lengthy period of time, preferably a minimum of two years for all Projects and four years for Projects over \$750,000.

### **Sign Cost**

The cost of the sign(s) is an eligible Project cost. More permanent signage is also encouraged; e.g., bronze memorials mounted in stone at trailheads, on refurbished historical monuments and buildings, etc.

### **Appropriateness of Signs**

For Projects where the required sign may be out of place (such as some cultural and historic monuments and buildings or where affected by local sign ordinances), the Project Manager in consultation with the Applicant may authorize a sign that is appropriate to the Project in question. Alternate signage must be clearly recognizable as a RMC 2002 Bond Project. Archaeological sites are excluded from the sign requirement.

### **Signs on State Highways**

Signs placed within the state highway right-of-way may require a Caltrans encroachment permit. Contact your local Caltrans District Office early in the planning phases for more information.

### **Further Questions**

The Grantee should consult with the Project Manager to resolve any sign issues.

***The logo is currently being developed and will be provided as soon as possible.***

## Appendix I, Project Evaluation Criteria

### RMC PROJECT EVALUATION CRITERIA

#### Program Areas:

Mountains and Foothills

River Parkways

Urban Core

*(one point allocated for each applicable criterion)*

## I. Planning, Feasibility, and Economic Factors – 17 points

### **PREVAILING LAND USE: (Check one – no points)**

- ☐ The project is consistent with local land use (zoning).
- ☐ The project is not consistent with local land use (zoning) but the city/county approves of the project.
- ☐ The project is not consistent with local land use (zoning) and the city/county does not approve of the project.

### **I-A. OPEN SPACE PLAN VALUE - 1 point**

- ☐ The project is consistent with the guiding principles of *Common Ground* or is part of an agency Open Space Plan that is consistent with the principles of *Common Ground* and the city has adopted the Open Space Plan.

### **I-B. PARTNER RESOURCE VALUE - 3 points**

- ☐ The project is of significance to one or more partner government agencies that have funds available.
- ☐ Acquisition of the project would assist a government agency to fulfill its master land protection or recreation plan but matching funds are not available.
- ☐ The project is of significance to one or more local citizen groups or non-governmental organizations that have matching funds available.

### **I-C. ECONOMIC VALUE - 5 points**

- ☐ Funding has been specifically allocated by a government and/or non-government entity.
- ☐ Development threat of the project is imminent that would preclude future park use and the project is available for sale.
- ☐ The project is available under bargain or opportunity sale conditions.
- ☐ The project is subject to substantial, but less than imminent, threat of development, with unmitigable impacts.
- ☐ The owner of the project is willing to sell.

### **I-D. FEASIBILITY VALUE - 8 points**

- ☐ The project has clear goals.
- ☐ The project evaluates outcomes based on stated goals.
- ☐ The project identifies ways to measure success of meeting stated goals.
- ☐ Project implementation could begin immediately upon receipt of grant funds.
- ☐ The planned restoration activities are technically feasible and practicable.
- ☐ The planned restoration activities are biologically feasible and practicable.

- ☐ The project is of significance to a partner agency and/or organization that would undertake ownership and/or management responsibilities.
- ☐ The project uses best management practices consistent with *Common Ground*.

## **II. Urban, Recreational and Open Space Factors – 28 points**

### **II-A. URBAN RESOURCE VALUE - 9 points**

- ☐ The project holds potential to clean up an identified Brownfield.
- ☐ The project has natural geologic contours and/or vegetation and is surrounded by urban development.
- ☐ The project contributes to an existing or proposed park, natural area, corridor or greenway in an urbanized area.
- ☐ The project is located in an under-served or park-poor community.
- ☐ The project provides linkage to open space in an adjacent urban area.
- ☐ The project is located in an industrialized area.
- ☐ The project would enhance flood control measures (e.g. stormwater retention) if developed for open space use.
- ☐ The project contributes to the persistence of ecosystem processes which, if removed through development, would pose a hazard to life and property if the project were developed.
- ☐ The project contains or improves groundwater supply and/or recharge capabilities.

### **II-B. TRAIL/BIKEWAY RESOURCE VALUE - 5 points**

- ☐ The project is identified in an existing or proposed trail plan (e.g. Master Bikeway Path Plan) or connects communities to major existing or planned trails or open space.
- ☐ The project would provide urban walkways that connect the community with existing open space.
- ☐ The project would provide amenities that would enhance public use of a trail.
- ☐ The project would accommodate a new trail into an inaccessible area.
- ☐ The project would provide a scenic buffer for an existing or planned trail.

### **II-C. RECREATIONAL RESOURCE VALUE - 4 points**

- ☐ The project contains a suitable area for a recreational facility - educational center, picnic area, useable open space, campground, or interpretive center.
- ☐ The project could provide an access point, parking, and/or interpretive display for an adjacent protected area or overlook.
- ☐ The project could support recreational development ancillary to the primary value of an adjacent protected area.
- ☐ The project could provide additional access to an adjacent protected area.

### **II-E. ACCESS VALUE - 6 points**

- ☐ The project would be easily accessible and provides universal access by the public with full right-of-way.
- ☐ The project is within walking distance easily accessible from public transportation.
- ☐ The project has features making it easily accessible to people with limited mobility or other disabilities.
- ☐ The project would be accessible via an adjacent protected area.
- ☐ The project has adequate space for on-site parking and/or available street parking that is located in an area where neighborhood conflicts would not arise.

- ☐ The project provides access to an existing or planned watershed resource.

#### **II-F. SCENIC RESOURCE VALUE - 4 points**

- ☐ The project is part of an area of exceptional scenic value and/or has been so identified in a government agency plan.
- ☐ The project contains unique scenic natural resources such as waterfalls, wildflower displays, geologic formations, vistas of scenic grandeur.
- ☐ The project contains viewshed of an open space area, river or public use area.
- ☐ The project contains scenic resources that are representative of the area.

### **III. Educational and Cultural Factors - 11 points**

#### **III-A. EDUCATIONAL VALUE - 7 points**

- ☐ The project plans include active stakeholder participation in the planning and monitoring process.
- ☐ The project promotes a sense of place and community.
- ☐ The project includes on-site educational programs and research opportunities with local schools, colleges and universities.
- ☐ The project provides on-site staff or volunteers for interpretation.
- ☐ The project includes facilities for watershed education (e.g. museum, visitors' center).
- ☐ The project includes interpretive signage.
- ☐ The project includes an interpretive kiosk.

#### **III-B. CULTURAL OR HISTORIC RESOURCE VALUE - 4 points**

- ☐ The project contains a registered archaeological or historical resource of national or statewide significance.
- ☐ The project includes an expression of historic and/or community cultural values.
- ☐ The project contains a registered archaeological or historical resource of regional significance.
- ☐ The project contains a registered archaeological or historical resource of local significance.

### **IV. Natural Resource Factors - 21 points + points allotted for Listed Species**

#### **IV-A. HABITAT RESOURCE VALUE - 9 points + points allotted for Listed Species**

- ☐ The project is used by a special status species, or a candidate for special status species according to federal, state, local, or California Native Plant Society designations. 1 Point is allotted for each Listed Species within Project Scope.
- ☐ The project contributes to the connection of existing protected core areas by serving as a habitat linkage or movement corridor for wildlife.
- ☐ The project would restore degraded connection between existing core areas.
- ☐ The project contains rare, remnant, or specially endangered habitat.
- ☐ The project contains habitat which support a unique ecological process, e.g. long-distance seasonal migration.
- ☐ The project largely contains undisturbed native habitat with a natural level of species diversity and/or species richness.
- ☐ The project preserves habitat diversity and biodiversity, both regionally and locally.
- ☐ The project contains endemic species & communities.

- ☐ The habitat provides a buffer between protected or proposed protected areas and incompatible uses (e.g. Wildland-Urban Interface).

#### **IV-B. RESTORATION RESOURCE VALUE - 7 points**

- ☐ Conditions at the project site are suitable for restoration toward an identified historic habitat.
- ☐ Suitable water resources are present, or can be derived through project activities including conservation and water recycling.
- ☐ Invasive species problems are directly addressed in the project plans, and it is reasonable to expect that control measures will be successful.
- ☐ The project contains a reasonable plan for restoration of suitable habitat.
- ☐ The project contains a reasonable plan for evaluating the success of restoration.
- ☐ The project increases the effective size of a protected area.
- ☐ The owner is willing to participate in a restoration project (e.g. Conservation easement).

#### **IV-C. HYDROLOGIC RESOURCE VALUE - 5 points**

- ☐ The project includes opportunities for water quality improvement.
- ☐ The project is located within a county-designated ecologically sensitive watershed and/or Significant Ecological Area, and/or the project contains aquatic or riparian habitat.
- ☐ The project protects watershed processes that are important for supporting downstream habitat or open space uses.
- ☐ The project makes use of recycled water.
- ☐ The project supports substantial upland vegetative cover or riparian habitat in a watershed.

**Total Score \_\_\_\_\_**

#### **Multiple Benefits Factor**

**Additional points will be added to the total score for projects which score according to the schedule outlined below:**

Multiple Benefits Bonus - check one of the following:

- ☐ If the Project total score is greater than 80% of the total available points, add 4 additional points
- ☐ If the Project total score is greater than 70% of the total available points, add 3 additional points
- ☐ If the Project total score is greater than 60% of the total available points, add 2 additional points
- ☐ If the Project total score is greater than 50% of the total available points, add 1 additional point

**+ Multiple Benefits Factor \_\_\_\_\_**

**= Final Score \_\_\_\_\_**